Annex A: Inception Report Structure

This is a template for the evalutor/s to complete that can be used as a guide, and therefore should be adjusted as appropriate. All text in *blue italics* serve as instructions to inform the evaluator/s of the requirements for each section and subsection of the inception report, and for Evaluation Task Managers to reference as they review deliverables from the evaluator(s). All sections that require mandatory text to adhere to the mandatory UN Trust Fund guidelines are highlighted in yellow.

Inception Report Out line

I. Introduction:
- Background and context of the project
- Description of the project (including theory of change and the results chain – project goal, outcomes and outputs)
- Purpose, objectives and scope of the evaluation
- Evaluation criteria and key questions (including – but not limited to – the mandatory questions requested by the UN Trust Fund in Table 2)

II. Methodology
- Evaluation design, including:
  - € Description of overall design
  - € Data sources
  - € Method of data collection and analysis
  - € Sample and sampling design
  - € Limitations of the methodology and how these will be addressed

III. Safety and ethical considerations and protocols to be put in place

IV. Workplan including roles and responsibilities
- A work plan with associated activities, deliverables, timeline, roles and responsibilities, as well as travel and logistical arrangements.

V. Annexes
- **Evaluation Matrix** (this matrix summarizes the key aspects of the evaluation exercise by specifying what will be evaluated and how and the key indicators the evaluator/s will use to measure results – see template **Annex B in the UNTF guidelines**).
- Data collection instruments (questionnaires and interview guides, etc., including ethical and safety protocols such as consent forms)
- List of documents consulted
- List of stakeholders/partners to be consulted
- Draft outline of final report (**Annex C in the UNTF guidelines**).

Section I: Introduction

1. Background and Context of the Project

This section should specify what is being evaluated —specifically, identifying the critical social, economic, political, geographic and demographic factors within which the project operates and has a direct bearing on the evaluation.

2. Description of Project

This section should provide details on the evaluation object. This includes: name of the project organization; project duration; project start date and end date; current project implementation status; description of the specific forms of violence addressed by the project; main objectives of the project; description and graphic representation of targeted primary and secondary beneficiaries; theory of change (or results chain) of the project; total resource allocation; and key partners.

3. Purpose of Evaluation

This section should explain why the evaluation is being conducted, who will use or act on the evaluation results and how they will use or act on these results. The purpose should also include some background and justification for why the evaluation is needed at this time.

4. Evaluation Objectives and Scope

Drawn directly from the TOR and to include the mandatory objectives, this section defines the parameters and focus of the evaluation. It includes the aspects of the intervention to be covered by the evaluation—specifically, the timeframe, implementation phase, geographic area and target primary and secondary beneficiaries as well as broader stakeholders. In addition, this section specifies the main objectives that the evaluation must achieve. Meaning, it is linked directly to the key questions of the evaluation so that users will have the information they need for pending decisions or actions.

5. Description of evaluation team

This section should introduce each evaluation team member and include a brief description of their role and responsibilities.

6. Final version of Evaluation Questions with evaluation criteria

This section should include an explanation of the evaluation criteria used for key evaluation questions and a listing of the final questions. This must include the mandatory questions in the TORs. It should also include a narrative explanation for any questions which have been added, removed or reframed.

Section II: Methodology

7. Evaluation Design and Methodology

This section must describe, in detail, the overall approach and method for conducting the evaluation. It presents the data sources and tools that are most appropriate and feasible to meet the evaluation purpose and objectives and answer the evaluation questions. It also addresses the evaluation's limitations.

Required subsections include:

7.1. Overall evaluation design

At a minimum, this subsection must specify the overall evaluation design such as: 1) post-test only without comparison group; 2) pre-test and post-test without comparison group; 3) pre-test and post-test with comparison group; or 4) randomized control trial.

7.2. Data sources

This subsection must specify what information and documents the evaluation will draw on and how it will be accessed.

7.3. Data collection methods and analysis

This subsection must describe the level of precision required for quantitative methods; value scales or coding used for qualitative analysis; and the level of stakeholder participation throughout evaluation process.

7.4. Sampling framework

This subsection must describe the area and population (number of people in the project target area) to be represented; rationale for selection; mechanics of selection; and the limitations to the sample. When applicable, it should also reference indicators and benchmarks (previous indicators, national statistics, human rights treaties, gender statistics, etc.)

7.5. Limitations of the methodology

This section must articulate the boundaries of the evaluation methodology—detailing any constraints or any information needs which may not be met based on methodological choices.

Section III: Safety and ethical considerations and protocols to be put in place

This section should set out the specific steps the evaluator/s will stake to ensure that the evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation' in accordance with the requirements set out in the TOR, It must include explicit language and protocol to protect the safety and security of participants as well as the evaluation team; process for obtaining informed consent; and resources and referrals for participants who might need them.

8. Work plan

This section should include the specific timeline and deliverables to be submitted by the evaluator(s) through the submission of the finalized report.

9. Annexes

This section should include the following attachments to the main body of the inception report.

- **Evaluation Matrix** (this matrix summarizes the key aspects of the evaluation exercise by specifying what will be evaluated and how and the key indicators the evaluator/s will use to measure results – see below).
- **Data collection instruments** (questionnaires and interview guides, etc., including ethical and safety protocols such as consent forms)
- **List of documents consulted**
- **List of stakeholders/partners to be consulted**
- **Draft outline of final report** (see the template below at annex D).

Note: Much of the content in the background sections of the inception report has been specified in the TOR. Therefore, the commissioning organization should review to ensure that the evaluator(s) share the same understanding about the evaluation object and the purpose of the exercise. The contracted evaluator(s) may add additional sections to their inception report; however, the required sections and annexes specified in this guideline must be included.

Annex B: Evaluation Matrix Template

The evaluation matrix is a key tool for the evaluator/s that elaborates how the evaluation questions will be answered through the evaluation methods. This **must** be completed by the evaluator/s and annexed to both the inception report and evaluation report. It must include the mandatory UN Trust Fund evaluation criteria and questions stated in the TOR. The indicators to measure the evaluation questions *should include some of the project's own indicators from the Results and Resources Framework* and make use of the end line / final project reports prepared by the grantee organization.

Evaluation Criteria	Evaluation Questions	Indicators	Data Source and Data Collection Methods
Effectiveness	**To what extent were the intended project goal, outcomes and outputs (project results) achieved and how?** NB. In addressing this question the consultant shall assess the extent to which the project directly benefited the targeted beneficiaries. At project goal level this refers to primary beneficiaries (women and girls including women and girls with disability) and at outcome level, secondary beneficiaries (such as men and boys). Please include a table on the number of beneficiaries reached as an annex. Since the project has put an effort to influence government service providers for greater inclusion of women and girls with disabilities in GBV prevention and support strategy, please assess the extent to which the project was successful in advocating for that change and whether this is likely to positively benefit women and girls including women and girls with disabilities. In all cases please address whether the project achieved results in accordance with the expected theory of change or not.	*To be completed by the evaluator/s*	*To be completed by the evaluator/s*
Relevance	**To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls?** NB. In addressing this question please assess the extent to which the project strategies and activities were relevant and appropriate to the needs of women and girls and whether the project was able to adjust to any changes in the context and needs of the primary beneficiaries during the project implementation.	*To be completed by the evaluator/s*	*To be completed by the evaluator/s*
Efficiency	**To what extent was the project efficiently and cost-effectively implemented?**	*To be completed by*	*To be completed by*

Evaluation Criteria	Evaluation Questions	Indicators	Data Source and Data Collection Methods
	NB. In addressing this question, the consultant may wish to consider whether the activities were delivered on time and to budget and whether activities were designed to make best use of resources (e.g. were cost comparisons made between different intervention/activity types before decisions taken?). Also consider whether the project has been managed well to make best use of human and financial resources.	*the evaluator/s*	*the evaluator/ s*
Sustainability	**To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends?** NB. In addressing this question, the consultant needs to assess the likelihood for sustainability (given that the evaluation is conducted at the end of the project when longer-term sustainability cannot yet be assessed). For example, what steps have been taken to institutionalize the project, build capacity of stakeholders or secure benefits for rights holders through accountability and oversight systems?	*To be completed by the evaluator/s*	*To be completed by the evaluator/ s*
Impact	**To what extent has the project contributed to ending violence against women, gender equality and/or women's empowerment (both intended and unintended impact)?** NB. In addressing this question, you may have to repeat some evidence and analysis from question one on effectiveness, however this question should specifically identify any changes in the situation for women and girls in relation to specific forms of violence and look at both intended and unintended change for both women and girls targeted by the project and those not (if feasible).	*To be completed by the evaluator/s*	*To be completed by the evaluator/ s*
Knowledge generation	**To what extent has the project generated knowledge, promising or emerging practices in the field of EVAWG that should be documented and shared with other practitioners?** NB. In addressing this question, it must be clear that the knowledge generated is new, innovative, builds on evidence from other projects or has potential for replication or scale up in other projects or contexts. It should not include generic lessons or knowledge that has already been frequently	*To be completed by the evaluator/s*	*To be completed by the evaluator/ s*

Evaluation Criteria	Evaluation Questions	Indicators	Data Source and Data Collection Methods
	documented in this context.		
Gender Equality and Human Rights	**Cross-cutting criteria: the evaluation should consider the extent to which human rights based and gender responsive approaches have been incorporated through-out the project and to what extent.** NB. Practically this could mean: incorporating an assessment of human rights and gender responsiveness throughout the evaluation questions above - if not obvious; ensuring the evaluation approach and methods of data collection are gender responsive (e.g. women and girls must feel safe to share information); specify that the evaluation data must be disaggregated by sex and other social criteria of importance to the project's subject.	*To be completed by the evaluator/s*	*To be completed by the evaluator/s*

Annex C: Evaluation Report Structure

This is a template for the evaluator/s to complete that can be used to structure the final evaluation report. Evaluator(s) may add additional sections to the evaluation report as they wish. All text in *blue italics* is provided as instructions explain each section and to inform contracted evaluator/s of UN Trust Fund requirements for each section and subsection, and for evaluation task managers to reference as they review deliverables.

Box 8: Final Project Evaluation Report Outline

I. Title and opening pages
- Title page (with key project information)
- Table of contents
- List of acronyms and abbreviations

II. Context and description of the project

III. Evaluation purpose, objectives and scope
- Evaluation criteria and key questions (including – but not limited to – the mandatory questions requested by the UN Trust Fund)

IV. Evaluation methodology (see suggested template)
  - € Description of overall design
  - € Data sources
  - € Description of data collection methods and analysis
  - € Description of sample and sampling design
  - € Limitations

V. Safety and ethical considerations and protocols put in place

VI. **Findings with analysis per evaluation question** (see suggested template)

VII. **Conclusions per evaluation criteria** (see suggested template)

VIII. **Recommendations per evaluation criteria** (see suggested template)

IX. **Annexes:**
- Terms of reference
- Evaluation matrix
- Beneficiary data sheet
- Data collection instruments and protocols
- List of stakeholders interviewed or consulted (without direct reference to individuals unless consent has been given)
- List of documents reviewed

Evaluation Report Structure with detailed instruction

1. **Title and cover page**
    - Name of the project
    - Locations of the evaluation conducted (country, region)
    - Period of the project covered by the evaluation (month/year – month/year)
    - Date of the final evaluation report (month/year)
    - Name and organization of the evaluators
    - Name of the organization(s) that commissioned the evaluation
    - Logo of the grantee and of the UN Trust Fund

2. **Table of Content**

3. **List of acronyms and abbreviations**

4. **Executive summary**

A standalone synopsis of the substantive elements of the evaluation report that provides a reader with a clear understanding of what was found and recommended and what has been learnt from the evaluation. It includes:

- Brief description of the context and the project being evaluated;
- Purpose and objectives of evaluation;
- Intended audience;
- Short description of methodology, including rationale for choice of methodology, data sources used, data collection & analysis methods used, and major limitations;
- Most important findings with concrete evidence and conclusions; and
- Key recommendations.

5. **Context of the project**
    - Description of critical social, economic, political, geographic and demographic factors within which the project operated.
    - An explanation of how social, political, demographic and/or institutional context contributes to the utility and accuracy of the evaluation.

6. **Description of the project**

The project being evaluated needs to be clearly described. Project information includes:

- Project duration, project start date and end date
- Description of the specific forms of violence addressed by the project
- Main objectives of the project
- Importance, scope and scale of the project, including geographic coverage
- Strategy and theory of change (or results chain) of the project with the brief description of project goal, outcomes, outputs and key project activities
- Key assumptions of the project
- Description of targeted primary and secondary beneficiaries as well as key implementing partners and stakeholders
- Budget and expenditure of the project

7. Purpose of the evaluation

- Why the evaluation is being done
- How the results of the evaluation will be used
- What decisions will be taken after the evaluation is completed
- The context of the evaluation is described to provide an understanding of the setting in which the evaluation took place

8. Evaluation objectives and scope

- A clear explanation of the objectives and scope of the evaluation.
- Key challenges and limits of the evaluation are acknowledged and described.

9. Evaluation Team

- Brief description of evaluation team
- Brief description of each member's roles and responsibilities in the evaluation
- Brief description of work plan of evaluation team with the specific timeline and deliverables

10. Evaluation Questions

- The original evaluation questions from the evaluation TOR are listed and explained, as well as those that were added during the evaluation (if any).
- A brief explanation of the evaluation criteria used (e.g. relevance, efficiency, effectiveness, sustainability and impact) is provided.

11. Evaluation Methodology

Methodology needs to be clearly described with rational for choices made explicit. See Annex G for optional template. This section must include:

- Description of overall design
- Data sources
- Description of data collection methods and analysis
- Description of sampling
- Description of ethical considerations in the evaluation
- Limitations of the evaluation

12. Findings and Analysis per Evaluation Question

Findings and analysis must provide direct answer to each evaluation question with conclusive statements, sound analysis and concrete evidence to substantiate findings. See Annex H for optional template.

13. Conclusions

Conclusions must be presented with clear logic and correlation to findings. See Annex G for mandatory template.

14. Recommendations

Recommendations must be provided with clear actionable steps to be taken within specific timeframe. Evaluator(s) are strongly encouraged to add additional paragraphs/sub-sections in narrative format to elaborate on the rational for recommendations made. See Annex H for mandatory template.

15. Annexes

The following annexes must be submitted to the UN Trust Fund as attachments to both the draft and final report. They should be compiled and merged with the main report, and not sent as separate files.

- **Final Version of Terms of Reference (TOR) of the evaluation**
- **Evaluation Matrix.** *This should be submitted complete with indicators, data sources and data collection methods per evaluation question. See Annex E for the template.*
- **Beneficiary Data Sheet.** *This should provide the total number of beneficiaries reached by the project as assessed by the evaluator/s. See Annex D for the template.*
- **Additional methodology-related documentation** *This should present data collection instruments including questionnaires, interview guide(s), observation protocols, informed consent statements, etc. And safety and ethical protocols.*
- **Lists of persons and institutions interviewed or consulted and sites visited**

  As appropriate, specification of the names of individuals interviewed should be limited to ensure confidentiality in the report. Please provide the names of institutions or organizations that they represent.

- **List of supporting documents reviewed**

Annex D: Beneficiary Data Template

The beneficiary data sheet is a key tool for the evaluation which quantifies the individuals who directly benefited from the project (primary), as well as those individuals the project worked with to change the lives of the primary beneficiaries (secondary). This **must** be annexed to the evaluation report. Further guidance is available for evaluator/s on request. If it is not possible to collect or reliably provide this data, the evaluator/s should explain in the report.

TOTAL BENEFICARIES REACHED BY THE PROJECT	
Type of Primary Beneficiary	Number
Female domestic workers	
Female migrant workers	
Female political activists/ human rights defenders	
Female sex workers	
Female refugees/ internally displaced asylum seekers	
Indigenous women/ from ethnic groups	
Lesbian, bisexual, transgender	
Women/ girls with disabilities	
Women/ girls living with HIV/AIDS	
Women/ girls survivors of violence	
Women prisoners	
Women and girls in general	
Other (Specify here:)	
TOTAL PRIMARY BENEFICIARIES REACHED	-
Type of Secondary Beneficiary	Number
Members of Civil Society Organizations	
Members of Community Based Organizations	
Members of Faith Based Organizations	
Education Professionals (i.e. teachers, educators)	
Government Officials (i.e. decision makers, policy implementers)	
Health Professionals (doctors, nurses, medical practitioners)	
Journalists / Media	
Legal Officers (i.e. Lawyers, prosecutors, judges)	
Men and/ or boys	
Parliamentarians	
Private sector employers	
Social/ welfare workers	
Uniformed personnel (i.e. Police, military, peace keeping)	
Other (Specify here:)	
TOTAL SECONDARY BENEFICIARIES	
Indirect beneficiaries reached	Number
Other (total only)	
GRAND TOTAL	

Annex E: Methodology Template

The methodology template is a key tool for describing the distinct components of the methodological approach the evaluator/s should ensure all elements are included in the Inception Report and the Draft and Final Evaluation Report.

Sub-sections	Inputs by the evaluator(s)
Description of evaluation design	*Please specify if the evaluation was conducted by one of the following designs: 1) post-test[1] only without comparison group; 2) pre-test and post-test without comparison group; 3) pre-test and post-test with comparison group; or 4) randomized control trial.*
Data sources	*This must be coherent with the evaluation matrix (Annex D)*
Description of data collection methods and analysis (including level of precision required for quantitative methods, value scales or coding used for qualitative analysis; level of participation of stakeholders through evaluation process, etc.)	*This must be coherent with the evaluation matrix (Annex D)*
Description of sampling • Area and population to be represented • Rationale for selection • Mechanics of selection limitations to sample • Reference indicators and benchmarks/baseline, where relevant (previous indicators, national statistics, human rights treaties, gender statistics, etc.)	
Limitations of the evaluation methodology used	

Annex F: Findings Template

The findings template may be used to provide direct answer to each evaluation question in the Final Evaluation Report with analysis and concrete evidence. This is an optional template.

[1] "Test" means project/intervention in this context.

Evaluation Criteria	Effectiveness
Evaluation Question 1	To what extent were the intended project goal, outcomes and outputs achieved and how?
Response to the evaluation question with analysis of key findings by the evaluation team	
Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	

Evaluation Criteria	Relevance
Evaluation Question 2	To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls?
Response to the evaluation question with analysis of key findings by the evaluation team	
Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	

Annex G: Conclusions Template

This template should be used to provide conclusive statements organized per evaluation criteria, in addition to those for overall conclusions. Evaluator(s) may add additional paragraphs/sub-sections in narrative format as needed.

Evaluation Criteria	Conclusions
Overall	
Effectiveness	
Relevance	
Efficiency	
Sustainability	
Impact	
Knowledge Generation	
Gender Equality and Human Rights	
Others (if any)	

Annex H : Recommandations Template

This template should be used by the evaluator/s to provide recommendations per evaluation criteria. Evaluators may add additional paragraphs/sub-sections in narrative format as needed.

Evaluation Criteria	**Recommendations**	**Relevant Stakeholders** (Recommendation made to whom)	**Suggested timeline** (if relevant)
Overall			
Effectiveness			
Relevance			
Efficiency			
Sustainability			
Impact			
Knowledge Generation			
Gender Equality and Human Rights			
Others (if any)			